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THE WHITE HOUSE  
WASHINGTON

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October 8, 1982

## MEMORANDUM FOR CABINET SECRETARIES AND AGENCY HEADS

FROM: BECKY NORTON DUNLOP *[Signature]*

SUBJECT: ATTACHED MEMO AND ENCLOSURES

The attached memo is enclosed here for each of the Presidential appointees in your Department or Agency. The addresses contained on the labels are home addresses which are on file with the Presidential Personnel Office and which we are beginning to update. Needless to say, you may disregard the address but please direct the envelopes to the appointee whose name appears.

The briefing on Thursday evening will cover foreign affairs and the main speaker will be Secretary Schultz. Other speakers will represent the National Security Council and various departments in the Department of State.

We will be following up these notifications with phone calls on Wednesday to insure that we have an accurate record of who plans to attend.

Many thanks for your cooperation in this effort.

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THE WHITE HOUSE

WASHINGTON

October 8, 1982

MEMORANDUM FOR ALL PRESIDENTIAL APPOINTEES

FROM: CRAIG FULLER   
SUBJECT: PERIODIC MEETINGS

This Administration believes in the importance of maintaining regular communication with Presidential appointees. As an identifiable leader of the Executive branch, you should know what the Administration is doing in major policy areas and why. We want to deal directly with questions you may have and ideas you feel should be considered.

In the past we have utilized a variety of methods to enhance lines of communication to the White House. Now we are implementing a new and direct means of communication. Beginning in October we will hold a series of briefings geared to topics of current interest. Domestic and International economic policy, foreign affairs and the pressing concerns of the federal budgetary and management initiatives are among the subjects to be covered.

Each briefing will begin with a short statement of the Administration's initiatives and objectives in the area and a status report on achieving those goals. The sessions will be conducted by senior Administration officials including Edwin Meese, III, Counsellor to the President, and other officers of the Cabinet. At the conclusion of the presentations your questions and ideas will be solicited.

If you wish to be a part of these meetings, please indicate your intention on the form attached. Participation will be on a first-come-first-served basis as we will confine the group to an optimum size.

Questions may be directed to members of my staff at 456-2800. Becky Norton Dunlop, Ed Preston and Gary Byler are handling these briefings and will be happy to speak with you about details.

Thank you.

NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

I would like to attend the meetings on:

\_\_\_\_\_ Foreign Affairs      October 14 - 6:00 p.m.    450 OEOB  
\_\_\_\_\_ Economic Policy      October 27 - 6:00 p.m.  
\_\_\_\_\_ Budget  
\_\_\_\_\_ Management Issues

(Further details will be sent to those  
who indicate an interest in attending.)

My suggestion for a topic for future meetings is:

\_\_\_\_\_  
\_\_\_\_\_

If you have suggestions for additional ways in which  
communications between the President's appointees and the  
White House could be improved, please give us your ideas  
below, or on a separate sheet.

Please complete this form and fold and return to the address  
on the opposite side.

Thank you.

Office of Cabinet Affairs  
202/456-2800

Becky Norton Dunlop  
Special Assistant to the President and  
Director, Office of Cabinet Affairs  
Room 127 Old Executive Office Building  
Washington, D.C. 20500